

~~CONFIDENTIAL~~

28 July 1981

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MEMORANDUM FOR:
Chief, Building and Planning Staff, OL

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FROM :
DCI Area Member, Building Planning Committee

SUBJECT : "Non-Office Space" Survey

REFERENCE : BPS memorandum dated 9 July 1981

Forwarded herewith in response to reference is a survey of current DCI Area non-office space and a projection of 1987 needs for such space.



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Attachments:
as stated

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O&C

Non-office Space Survey

Current Usage

<u>Category</u>	<u>Room #</u>	<u>Sq Ft</u>
Library	6C19	2063
Registry (Vaulted)	7C36	600
Storage	7C25	50

OGC

Non-office Space Survey

FY 1987 Projection

<u>Category & Number</u>	<u>Sq Ft</u>
Conference (1)	✓ 200
Library (1)	✓ 3000 ✓
Storage (2)	✓ 1. ✓ 100 (Registry Files) ✓ 2. ✓ 100 (Administrative Supplies and Equipment)
Xerox rooms (4)	✓ 100 ✓ (25 sq ft for each room) ✓
Computer terminal room (1)	✓ 200 ✓

OFFICE OF THE COMPTROLLER

Non-office Space Survey

Current Usage

<u>Category</u>	<u>Room #</u>	<u>Sq Ft</u>
Conference Room	4E05 Hqs	490
Central File Room	4E06 Hqs.	220
		<u>710</u>

The Office also has two terminals and a Xerox machine which are not located in separate rooms.

OFFICE OF THE COMPTROLLER

Non-office Space Survey

FY 1987 Projection

Category & Number

Sq Ft

Terminal Room

250

(in addition to current figures)

∴ 960 sq-ft.

EEO-81-244
27 July 1981

MEMORANDUM FOR: Chairman, DCI Area Building Planning Subcommittee

FROM: Deputy Director, Equal Employment Opportunity

SUBJECT: "Non-Office Space" Survey - Office of EEO

REFERENCE: Memo for DCI Area Building Planning Subcommittee
Members from Subcommittee Chairman, dated 13 July 1981

The attachments respond to your memorandum of reference. If you have any questions, please call me on Extension

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Attachments:

- A. Non-Office Space Survey, Current Usage
- B. Non-Office Space Survey, FY-87 Projection

Non-Office Space Survey
Current Usage

<u>Category</u>	<u>Rooms*</u>	<u>Square Feet</u>
Interview rooms for investigators; classroom for training of EEO counselors; conference room	4E35; 4E37	200 *

*Partition between 4E35 and 4E37 has been removed. Also, I have requested through AO/DCI the use of Room 4E39 which belongs to the Office of Security. If this request is successful, the partition between 4E37 and 4E39 will also be removed.

Non-Office Space Survey
FY-87 Projection

Category & Number

Interview room; classroom;
conference room

*See note for Current Usage

Square Feet

100 • ✓ input CF

(In addition to current) input

∴ 300 sq ft total

JUL 24 1981

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MEMORANDUM FOR: [REDACTED]
DCI Area Building Planning Subcommittee
Chairman

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FROM : [REDACTED]
Office of Personnel/Admin

SUBJECT : "Non-office Space" Survey

REFERENCE : Your Memorandum dtd 13 July 1981,
Same Subject

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1. Attached are the Office of Personnel surveys of current "non-office space" and the projection of 1987 needs. I have not included any data on the Credit Union as it is my understanding that [REDACTED] Assistant Manager of Support Services for the Credit Union is providing this information to the Building Planning Staff.

2. If you should require any additional information, please call me on extension [REDACTED]

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Attachments 2

Non-office Space SurveyCurrent Usage

<u>Category</u>	<u>Room #</u>	<u>Sq Ft</u>
Conference	1007 Ames	310
Conference	5E62 Hqs	528
Conference	G02 Ames	200
Fileroom	5E13A2 Hqs (vault)	1600
Fileroom	935 Ames (vault)	1080
Fileroom	907 Ames (vault)	400
Xerox room	210 Ames	300
Xerox room	5E61 Hqs	45
Classroom	205 Ames	1200 (a)
EOD Room	211 Ames	1100 (b)
Library Space	312 Ames	350 (c)
Store	GF40 Hqs	1476 (d)
Fitness Room	BE48A Hqs	2049 (e)
Exercise Room		1138 (f)
Barbershop	GD69 Hqs	400
Computer Room	533 Ames	180 (g) ODP

(a) This is the testing room used for EOD's and applicants to administer typing and shorthand tests.

(b) This space is used to brief new employees reporting for duty.

(c) The Family Employee Liaison Office is housed in this space. Its set-up is similar to that of a library, providing literature for those employees and spouses going abroad.

(d) The Employee Activity Association store is located in this space.

(e) This space houses the physical fitness equipment, track, locker rooms and shower facilities in the basement of Hqs building.

(f) Physical fitness equipment, etc. is located in this space in

(g) This room is presently operated by ORD, but it houses Office of Personnel computer equipment.

Non-office Space SurveyFY 1987 Projection

<u>Category & Number</u>	<u>Sq Ft</u>
Conference (3) <i>C45</i>	1. 310 ✓ 2. 528 ✓ 3. 200 ✓(a)
Fileroom (3)	1. 1800 ✓ 2. 1100 ✓ 3. 400 ✓
Xerox room (2)	1. 300 ✓ 2. 50 ✓
Computer room (1)	1. 300 ✓ ODP
Storage (1)	1. 50 ✓ (b)
Classroom (1)	1. 1200 ✓
EOD Room (1)	<i>CL</i> 1. 1100 ✓
Library (1)	1. 620 ✓
Store (1)	1. 1976 ✓
Fitness room (1)	1. 4049 ✓
Exercise room (1)	1. 1138 ✓(c)
Barbershop	1. 400 ✓

- (a) This room is used by the Washington Area Recruitment Office which should remain outside of the Headquarters compound.
- (b) Presently the Office of Personnel does not have any excess space for storage. This space is sorely needed to store logistical items such as easels, viewgraphs and other equipment which is frequently used by our various components.
- (c) This space projection is based on the assumption that will still be housing Agency offices in FY 1987.

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27 July 1981

MEMORANDUM FOR: DCI Area Building Planning
Subcommittee Chairman

FROM :
OIG Subcommittee Member

SUBJECT : "Non-office Space" Survey

REFERENCE : Your 13 July 1981 memorandum,
same subject

1. Subject survey of Office of Inspector General current "non-office space" and a projection of 1987 needs is attached. The survey includes data from the Audit Staff currently located in Key Building.

2. Should you need additional information, I can be reached on

3. The OIG does not plan to identify an alternate representative for the committee.

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Office of Inspector General

Non-Office Space Survey

Current Usage

<u>Category</u>	<u>Room #</u>	<u>Square Feet</u>
Conference	6E13 HQ	540
Xerox	6E18 HQ	110
Registry	6E19 HQ	270
Central File Room (Vault)	1201 Key	210
Computer Terminal Room	211 Key	100
Computer Terminal Room	6E09 HQ	170

Office of Inspector General

Non-Office Space Survey

FY 1987 Projection

<u>Category and Number</u>	<u>Square Feet</u>
Conference (2)	1. 540 ✓ 2. 200 ✓
Computer Terminal (2)	1. 300 ✓ 2. 100 ✓
Storage (2)	1. 270 ✓ <i>adot</i> 2. 210 ✓
Xerox (1)	1. 110 ✓

27 July 1981

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MEMORANDUM FOR: [REDACTED]
Building Planning Subcommittee Chairman

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FROM : [REDACTED]
DCI Area Building Planning Subcommittee Member

SUBJECT : "Non-office" Space Survey

REFERENCE : Building Planning Subcommittee Chairman Memorandum,
13 July 1981

Attached please find the information on DCI Area "Non-office space in current use and that projected for FY 1987, as requested in reference.



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Attachments: As Stated

Includes OLC + OPA Rpt.

Non-Office Space SurveyCurrent Usage

<u>Category</u>	<u>Room #</u>	<u>Sq. Ft.</u> 87
Registry	7D-59	1,125 ✓
Conference	7D-64	680 ✓ 7400 ✓
Storage	7C-4503	112 ✓
Storage/Reception	BD-28	600 ✓
Toilets	7D-60F	157 ✓
Dir/Dining Room	7D-60D	292 ✓
Reception	7D-60C	846 ✓ 200 =
Lounge	7D-60B	219 ✓
Storage	7D-60A	110 ✓
Xerox	7E-12B	100 ✓ + 150 ✓ + 50 ✓ + 50 ✓
Xerox	7D-35	30 ✓
Registry	7B-24	600 ✓

Non-Office Space Survey

FY 1987 Projection

(Additional Requirements)

*see "current"
info*

<u>Category & Number</u>	<u>Sq Ft.</u>
Xerox (4)	1. 150 2. 100 3. 50 4. 50
Conference (1)	1. 400
Reception (1)	1. 200

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